

Doing Business with the Employment Security Department (ESD)

Who is ESD?

The Employment Security's Department's **mission** is to help Washington's workers and employers succeed in the global economy by delivering superior employment services, timely benefits, and a fair and stable unemployment insurance system. Employment Security's mission includes helping people succeed throughout their working lives.

As a leader in the workforce development system, we are committed to enhancing the economic security of Washington's workers and businesses.

- We help employers find workers,
- Help people develop their skills and find jobs, and
- Help people who lose their jobs make it through tough times by providing financial assistance

These services promote economic stability and growth for the state as a whole.

Strategic goals:

1. Support economic stability through just and timely tax and benefit systems.
2. Contribute to an effective workforce system by strengthening state and community partnerships and delivering a prepared and stable work force.
3. Support Washington's economy by providing excellent service and information to internal and external customers to assist in making data driven decisions.
4. Value, develop and support employees to increase effectiveness

Who we are:

- **Unemployment Insurance Tax and Benefits** - state system for payment of unemployment insurance benefits
- **Employment Services** – major partner in the WorkSource system
- **Washington Service Corp** - engages the talent, energy and enthusiasm of adults 17 and older to address critical needs in communities across Washington state. Projects focus on literacy, the environment, emergency preparedness, disaster response, housing construction and other community identified needs.
- The **Governor's Committee on Disability Issues and Employment (GCDE)** serves as an advocate for the disability community, advises the Governor, Legislature, state agencies, the business community and others on issues related to disability, and develops policies, projects and programs with an emphasis on empowering people with disabilities.
- **Labor Market and Economic Analysis** - gathers, analyzes, and publishes information about the state's labor market. Data are gathered from tax reports, employers, government agencies, surveys, and other sources.

Operational support - Direct-service operations are supported by a number of specialized units, including **information technology, human resources, facilities, budget and performance management, financial management, policy/legislation** and **communications**.

Procurement/Contracts:

Employment Security Department (ESD) purchases goods to operate WorkSource offices, unemployment-claims telecenters and administrative offices located throughout Washington state.

Employment Security uses state contracts for most of its purchases and encourages vendors to contact the administering agencies and find out how to become a provider on state contracts.

What we buy	Administering Agency
Office furniture (in partnership with Dept. of Corrections)	Dept. of General Administration
Office supplies	
Janitorial services	
Moving services	
Leased facilities	
Travel	
Vehicles	
Photocopiers and multi-functional devices	
Telecommunication services, including cellular products and services	Dept. of Information Services
Local and wide-area-network services	
Personal computers, servers, printers and other computing hardware and software	
Project-management and software-development services	
Management- and organizational-development services	Dept. of Personnel

High-performance team development	
Leadership-skills-strengthening services	
Process improvement and business redesign	
Performance management	
Document production, print-on-demand, forms and graphic design services for projects that cannot be done in-house	Dept. of Printing

The Department does some direct contracting through RFP's, RFQQ's and the like. When this is the case, we post the opportunity to Washington Electronic Business Solution (WEBS). Employment Security Department posts all formal procurement opportunities on WEBS' Web site.

How do I get on ESD's vendor list?

Employment Security Department does not maintain its own vendor lists. ESD uses Washington Electronic Business Solution (WEBS) and works with Office of Minority and Women's Business Enterprises (OMWBE) to locate qualified vendors for purchases that are not from state contracts.

Upcoming Opportunities

The Department anticipates the following bid opportunities within the next 3-4 months.

1) Approx \$75,000-\$100,000 for online advertising. We hope to issue one contract to cover both creative development and ad placement; however, we may have to issue it as two contracts.

2) Up to \$100,000 for Web usability testing and design services. The budget is still being scoped. We will be looking for a full-service firm.

3) An unspecified amount for RFP will be for "TeleCenter Equipment, Software, Maintenance, and Support Services". The larger firms such as Verizon, Qwest and others are the main audience for this, however subcontracting is allowed in this acquisition.